

SAFETY

CIVIL AIR PATROL SAFETY RESPONSIBILITIES AND PROCEDURES

CAPR 62-1, 1 March 1991, is supplemented as follows:

1b(2). The Wing Safety Officer is responsible directly to the Wing Commander in matters regarding safety. Group and Squadron commanders will take action as necessary to identify and correct unsafe conditions within their respective units. Unsafe situations or conditions noted during staff visits, training activities, cadet activities, or emergency services missions will be brought to the attention of the Wing Safety Officer. Each member of the Virginia Wing should consider himself/herself a Safety Officer and is therefore charged with individual accident prevention.

1c(1) (Add) Each squadron will submit a quarterly Safety Activity Report, VA Form 16 to the Group and Wing Safety Officers. The report will be submitted to arrive at each Group/Wing Headquarters not later than 10 days following the end of each calendar quarter.

2a. (Add) Unit Commanders will send to Wing Headquarters, Attn.: SE, a new CAPF 2A each time a new Safety Officer is appointed. Include all contact information (Fax, e-mail, etc.).

2b(1). Wing, Group, Squadron and Flight Safety Officers will conduct an appropriate type of safety briefing at the beginning of all unit meetings and CAP activities. Additional safety briefings will be accomplished in accordance with these regulations, and a CAPF 103 of attendees will be filed and maintained as prescribed by CAPR 10-2.

2c. CAP Safety Improvement or Hazard Report (CAPF 26). Each safety officer will establish and maintain availability of CAPF 26 within their respective units and encourage CAP members to utilize these forms. A copy of CAPF 26 and FAA 8740 will be forwarded to Wing Headquarters for the purpose of evaluation and follow-up.

2f. Each Group, Squadron and Flight will accomplish an internal safety survey each calendar year utilizing Attachment 4 of CAPR 62-1. A copy of the survey will be forwarded to Virginia Wing Headquarters, Attn.: Safety Officer, to arrive not later than 15 JAN for the previous calendar year.

4. (Add) An award will be presented annually to the outstanding unit safety officer. Nominations from units will be solicited to arrive at Virginia Wing Headquarters NLT 15 OCT on CAPF 120. The Outstanding Unit Safety Officer will be submitted by the Wing Safety Officer to Middle East Region Safety as the Wing's nominee. Nominations must be received at MER/SE NLT 1 FEB for the previous year.

5. (Add) The Virginia Wing Safety Award will be presented annually to the squadron unit judged to have the most outstanding accident prevention program. Award Criteria will consist of report annual safety survey, quarterly safety activity reports, mishap reports, safety program activities, and mission accomplishments.

Group Commanders are responsible for the nominations from their respective squadrons and flights. Award recipient will be determined by the Wing Commander, Wing Vice Commander, Wing Chief of Staff and the Wing Safety Officer. Nominations must be received at Wing Headquarters NLT 15 OCT on CAPF 120.

6. (Add) A Mishap-Free Certificate will be presented annually to Wing Units having effective accident prevention programs.

8. (Add) All Virginia Wing Pilots who attend a FAA Pilot Proficiency Program (PPP) will use a CAPF 103 sign-in roster for those pilots attending. The sign-in roster will contain full name, address,

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Dist.: 2 each Group, Sqdn., Flight

1 each MER HQ/SE

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each

VA

Wing/LO

unit charter number and the number of phases completed. The sign-in roster will be signed by the FAA Designated Instructor and forwarded to Wing Safety Officer. Those pilots who complete Phase I will be eligible to wear the PPP patch on their flight clothing. A current list of pilots completing FAA Pilot Proficiency Program will be maintained by Wing Safety Officer for as long as the pilots remain active CAP members.

8a. (Add) All Commanders (especially those who have custody of corporate aircraft) will establish and monitor a self-conducted pilot proficiency flight program as outlined in CAPR 60-1, attachment 9. It is recommended that the procedure outlined be accomplished at least once every 90 days to maintain pilot proficiency. CAPR 60-1, Attachment 11, can be used for filing and reporting purposes.

9c. (Add) Wing Safety Officer should submit a minimum of three names of qualified Wing Pilots to the FAA GADO Safety Office to be appointed as Virginia Wing "FAA Aviation Safety Counselors." Appointments are for one year (renewable). Their duties will be IAW FAA Aviation Safety Counselor Manual dated 17 JUN 96.

MARY F. KUNKOWSKI, LtCol, CAP
Administrative Officer

H. CLICK SMITH, SR., COL., CAP
Commander

SUGGESTED MONTHLY MEETING THEMES

<u>MONTH</u>	<u>THEME</u>
January	Wake turbulence and windshear. Use of seatbelts
February	Flying in marginal weather. Defensive driving.
March	Crosswind takeoff/landing limits and procedures. Tornado hazards, proper tie down procedures, and safety procedures.
April	Flying proficiency requirements (CAPR 60-1). Home and office safety. Flight release requirements and local procedures.
May	Thunderstorm hazards and peculiarities, mountain flying. Memorial Day safety.
June	Hot weather flying – affects of temperature and humidity. Fireworks hazards and Independence Day Safety.
July	Aircraft tie down procedures and requirements. Swimming and boating safety (use of buddy system around water).
August	Aircraft weight and balance; hazards of overloading.
September	Night flying. Fire prevention rules and inspections.
October	Aircraft emergency procedures. Taxi precautions. Hunting Safety
November	Aircraft cold weather operations. Winterizing vehicles.
December	Hazards and safety improvement reporting (use of CAPF 26 and FAA Form 8740-5). Holiday safety (Christmas tree lighting, decorations, drinking and driving, etc.).